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30 March 1956

MEMORANDUM FOR: Training Officer, Office of the Comptroller
Training Officer, Office of Communications
Training Officer, Office of Logistics
Training Officer, Office of Personnel
Training Officer, Office of Security
Training Officer, Medical Staff

SUBJECT : "On-the-Job" Training

1. A substantial amount of the technical proficiency training undertaken in the various Support Services is accomplished by the method of "On-the-Job" training rather than by formal classroom work. Since this type of training frequently is unstructured, it is important that all Support Services have a common concept of what properly may be considered to be "On-the-Job" training.

2. Within the Support Services the following criteria will apply:

"On-the-Job" training consists of assignment of staff personnel to learn through doing provided that:

a. the assignment is pursuant to a pre-determined training objective in terms of skill, knowledge, comprehension or any combination of these.

b. the period of such assignment is fixed either as to time or as to level of achievement.

c. an individual of journeyman skills or a supervisor has been designated to guide, plan, review and report on the progress of the trainee in the program.

d. productive work is not a primary objective during the assignment but only an incidental by-product of the process of learning by doing.

T. M. G.

3. In compiling and reporting statistics regarding "On-the-Job" training within your component, please adhere strictly to this criteria.

/s/

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Special Assistant to the
Deputy Director (Support)

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